

**JOB DESCRIPTION**  
**MURFREESBORO PARKS AND RECREATION DEPARTMENT**  
**PART-TIME FACILITY SUPERVISOR**

1. **JOB TITLE:** PART-TIME FACILITY SUPERVISOR
2. **DEFINITION:** The part-time Facility Supervisor is responsible for the total operation of the assigned facility during the absence of the Facility Superintendent or Operation Coordinator. The employee supervises part-time employees, operates the cash register, answers the telephone and monitors the gymnasium and adjacent areas such as the weight room, lobby, game room, aerobics area, pool and track. The Facility Supervisor reports directly to the assigned supervisor. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having possible occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
  - a. The employee operates a cash register, telephone, copy machine, ball pumps, adjustable basketball goals, erects volleyball nets and standards, and other recreational equipment.
  - b. The employee works indoors and outdoors at the assigned recreational facility. All City facilities are smoke free. The employee may be exposed to loud noises.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
  - a. Opens and closes the facility as needed.
  - b. Oversees and monitors the gym, lobby, game room, weight room, track, aerobics area, meeting rooms and pool areas.
  - c. Supervises other part-time employees.
  - d. Operates the cash register, closes out cash register and makes night deposits.
  - e. Answers the phone, takes messages or directs calls to appropriate staff.
  - f. Assists the public as they come into the facility or call on the telephone.
  - g. Collects funds, issues receipts and records transactions.
  - h. Observes and enforces all rules and regulations of the facility.
  - i. Takes reservations for exercise classes and other programs at the facility.
  - j. Makes visual counts of attendance in different areas of the facility.
  - k. Disperses recreational equipment to patrons.
  - l. Handles disciplinary issues.
  - m. Ensures that the building is secure and that all participants have exited before closing the facility.
  - n. Assists in keeping accurate records of attendance, inventory and maintenance.
  - o. Performs general office duties.
  - p. Complies with departmental rules, including rules on attire.

- q. Assists in keeping the facility, equipment, and supplies neat, orderly and clean.
- r. Stands, walks, bends, climbs stairs, stoops, lifts and carries recreational supplies and equipment.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Helps organize, teach and conduct a variety of recreational and athletic activities.
- b. Provides first aid as needed.
- c. Performs other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be eighteen years of age.
- b. Must have legal authorization to work in the United States.
- c. Graduation from an accredited high school or equivalent.
- d. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- e. Experience working in a recreational facility is preferred.
- f. Previous supervisory experience is preferred.
- g. Ability to work flexible hours with evening, weekend and holiday work required.
- h. Possess driver's license valid in the State of Tennessee with the ability to safely operate an automobile.
- i. Must possess good communications skills and have the ability to follow and give oral and written instructions.
- j. Ability to operate a cash register, receive monies, write receipts and give proper change in an accurate and efficient manner.
- k. Ability to handle inquiries and problems efficiently and direct to the proper staff members.
- l. Ability to report on time for work and notify the appropriate individual in advance if unable to work.
- m. Ability to establish and maintain an effective working relationship with other employees and the public.
- n. Ability to make accurate visual counts of persons in attendance.
- o. Ability to perform a variety of tasks simultaneously or in rapid succession.
- p. Ability to concentrate and accomplish tasks despite interruptions.
- q. Work is performed typically standing, walking, bending, climbing stairs, stooping and lifting equipment and objects weighing up to forty (40) pounds.

Non-Exempt  
Non-Safety Sensitive  
07/11/03